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Element 1:

Identifying types of drawings and their functions

Overview

Drawings and plans are commonly used in the construction industry to convey information that cannot be given in a written format. It is important for all members of a work team to be able to recognise the plans and drawings used in the construction industry.

The primary skills needed to successfully identify plans and drawings are communication skills including literacy, numeracy and verbal skills. The ability to read, interpret and understand work procedures and meet quality and environmental requirements that relate to the plans and drawings is essential.

Environmental and quality controls are necessary to ensure client satisfaction and to ensure work complies with legislative and regulatory requirements and company quality standards.

Learning outcomes

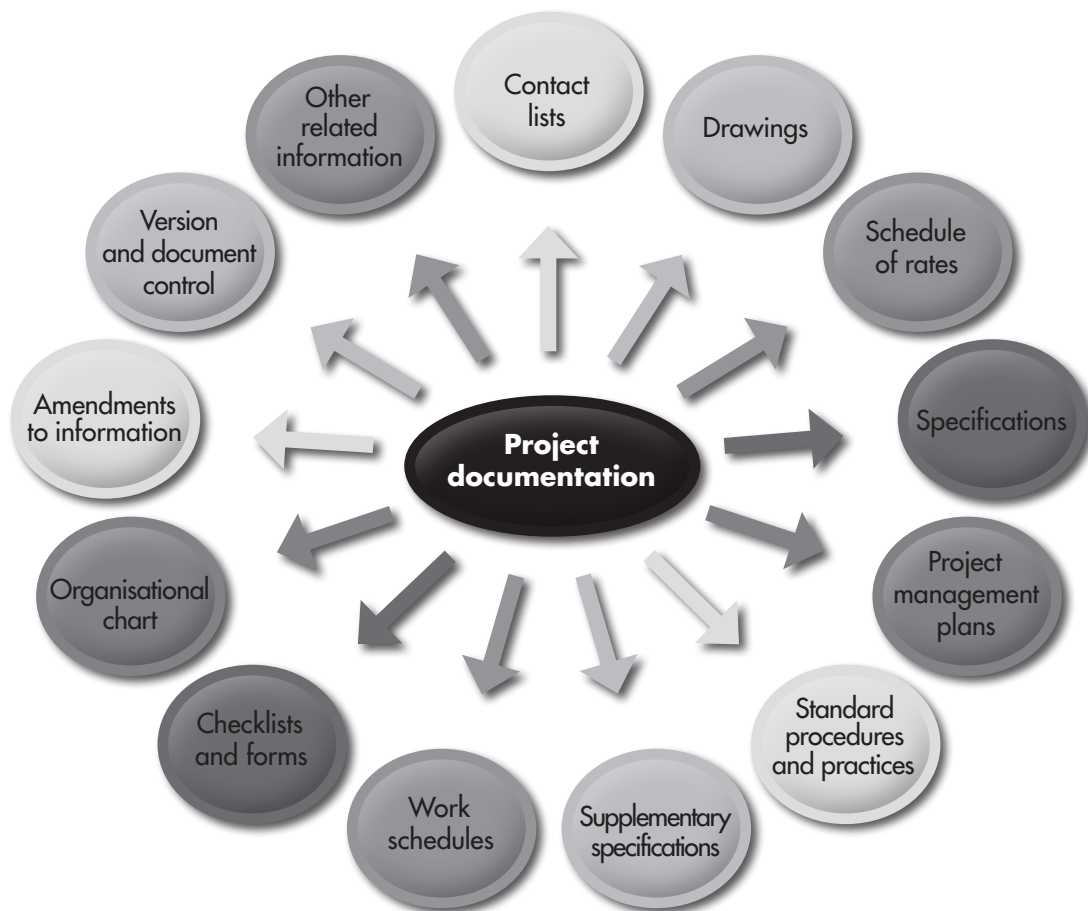
You need to demonstrate competency in the following areas:

- Section 1.1 Identifying plans and drawings used in the construction industry
- Section 1.2 Identifying the key features and functions of each type of drawing
- Section 1.3 Recognising and adhering to the quality requirements of company operations
- Section 1.4 Identifying environmental requirements and controls

Section 2.1: Checking project documentation to verify latest amendments to drawings

The title panel is at the beginning of a document and contains the details of the project. Details include the location of the worksite, the name of the principle contractor, project description, reference to any specialised documents required, such as Australian Standards, and author information. This title panel also contains the version number and release date of the document.

Some of the documentation you should check for version numbers and release dates include the following.



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Client and customer needs can change regularly during a construction project, and information, drawings and other project requirements can also change. These changes are written up as amendments to the plans or specifications. If you are not working with current information, this can cause mistakes to be made. Check with your supervisor that you are using the correct drawings and plans.

Sharing information

Information can be shared verbally, in writing, and graphically. It is important that all personnel working on-site are aware of changes made to information. On large worksites the quality assurance officer generally is the document control officer. On smaller worksites the site manager is responsible for ensuring all personnel are aware of the amendments and where to locate the amendment documentation. Notification of changes to the specifications is made through toolbox meetings, memos, site newsletters and project meetings.



If the worksite is not working to the correct specifications, activities need to be redone or reworked. Depending on the contract, this may result in:

- the contractor not receiving payment for work undertaken
- the contractor having to fund the corrective actions
- the project being halted until corrections are made.

Regardless of what corrective actions need to be done, it is expensive and time-consuming to have to redo work just because no-one checked the currency of the information.

Find out more

Resource	Why it is useful
Government of South Australia – Department of Planning and Local Government <i>Planning in South Australia</i> www.planning.sa.gov.au/go/building-news	This web page provides information on changes to building requirements in South Australia. These changes would need to be incorporated into some sites.
buildingcentre.com <i>Building contracts</i> www.buildingcentre.com.au/gir/legaladvice/#building_contracts	This section of the website provides a source of advice on the legal implications of not checking specifications.

Section task 2.2

List four possible consequences of not checking specifications for currency of information.

In ACTION

Omar's story

Omar is working on a construction project that has had many amendments made during the scheduled work. He has heard a rumour that the requirements have changed again. To check if the documentation has changed Omar speaks with the site supervisor who isn't sure which documents Omar is referring to. He asks Omar to check in the site office.

Omar enters the office and accesses the version control tables attached to the front of all the documentation. After cross-referencing, Omar knows the documents he is working to are the correct and the most current version.



Revision

- Information about amendments is found in the version table of the project documentation.
- Check all project documentation to ensure you are working with the correct and most current information.
- Specifications may be amended and information may change. Always check you are working to the current information.

Are you ready?

Use this checklist to assess if you are ready for assessment activity 2.

I understand how to:

- ☐ Check project documentation to verify latest amendments to drawings
- ☐ Check amendments to specifications to ensure currency of information

Assessment activity 3

Recognising commonly used symbols and abbreviations

The following table maps the assessment activity for this chapter against the element and performance criteria of Element 3 in *CPCCCM2001A Read and interpret plans and specifications*. The activity has been designed for all learners to complete.

Part	Element	Performance criteria
Whole activity	3	All

1. Draw a map of your workplace (or your home) using symbols and abbreviations. Create a legend that explains the symbols and abbreviations.
2. Show your map to another member of your learning group or your assessor.
 - a) Are they able to understand your symbols and abbreviations?
 - b) Did your legend give them the information they needed to decode the symbols and abbreviations?
3. Write one sentence to explain what a job safety analysis (JSA) is and why it is important.

Record your employability skills

When you have completed the assessment activity, make sure you record the employability skills you have developed in the table at the end of the workbook. Keep copies of material you have prepared as further evidence of your skills.

Final assessment

To be assessed as competent in *CPCCCM2001A Read and interpret plans and specifications*, you must provide evidence of:

- the underpinning skills and knowledge
- relevant legislation and workplace procedures
- other relevant aspects of the range statement.

Assessment mapping

The following table maps this final assessment activity against the elements and performance criteria of *CPCCCM2001A Read and interpret plans and specifications*.

Part	Element	Performance criteria
A	All	All
B	All	All
C	All	All

For detailed mapping of this workbook against the methods of assessment, the elements, the performance criteria and required skills and knowledge, refer to the *Aspire Trainer's and assessor's guide* for this unit.

The following activity has been designed for all learners to complete.

Part A: Demonstrating essential skills

Your trainer or assessor needs to **observe** you demonstrating the following essential skills in your workplace or in a simulated environment.

Essential skills

Demonstrate to your trainer or assessor how you:

- use communication skills to:
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - read and interpret:
- documentation from a variety of sources
- drawings and specifications
 - use language and concepts appropriate to cultural differences
 - use and interpret nonverbal communication, such as hand signals
- identify and accurately report to appropriate personnel any faults in tools, equipment or materials

continued ...